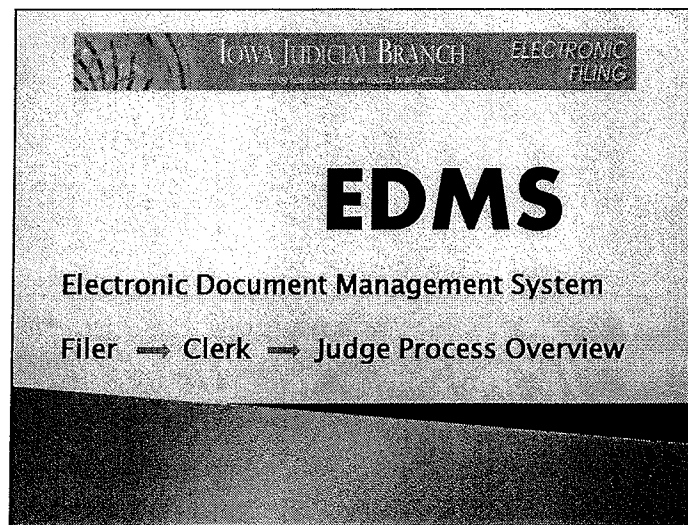
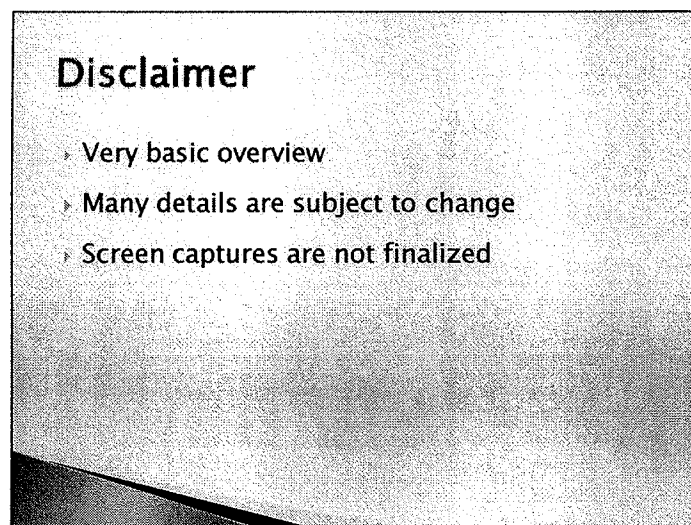


Slide 1



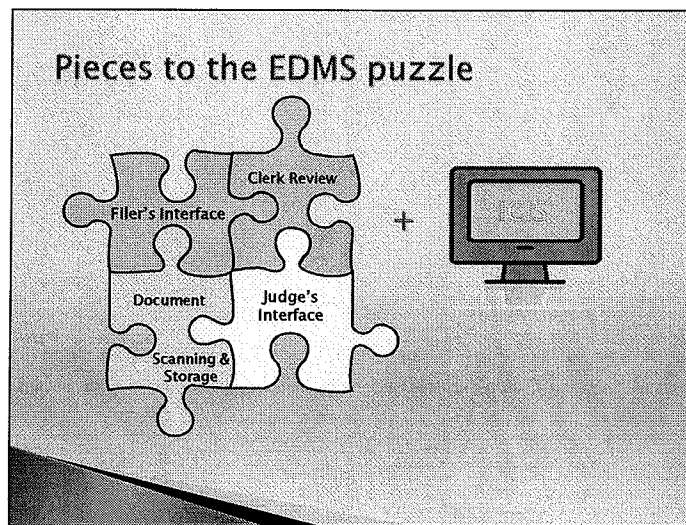
In an effort to help you visualize the Electronic Document Management System, or EDMS, the Judicial Branch has created this PowerPoint presentation. This 10-minute presentation illustrates one process in EDMS: how court documents will move from the filer to the county clerk and then to the judge.

Slide 2



This presentation is intended to be a very basic overview of one process in EDMS. It is provided for your information to give you a sense of what the EDMS process will look like. What you are seeing here is not the full extent of EDMS, but only one part of it. EDMS is still in development, and so many details are subject to change. The screen captures you see in this presentation are mocked-up versions of what we'd like the EDMS screens to be; they are not finalized.

Slide 3



In any given court case, "papers," or filings, may go from the filer to the county clerk and then to the judge. Information also flows back from the judge or clerk to the filer. In EDMS, each of these parties will have screens for their own use.

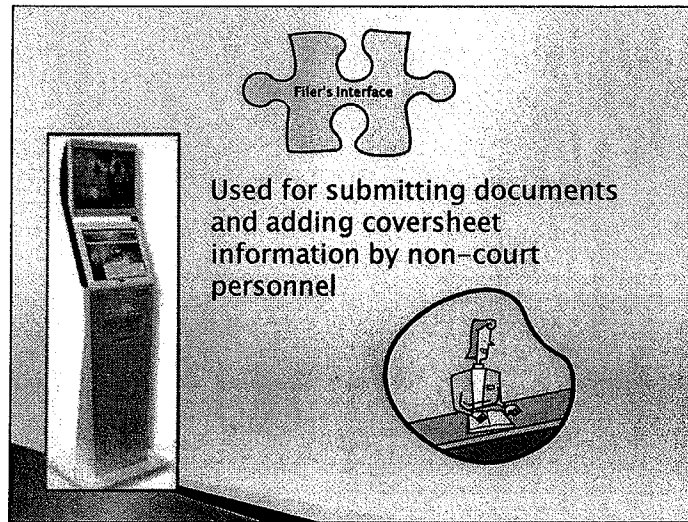
Filers will use the Filer's interface to submit filings. EDMS will also be able to send information back to the filer in the form of orders, hearing date notices, the status of filings, and more.

Clerks will review and approve the filings on the Clerk's Review screen.

The judge will be able to view documents submitted by the filer and view the information in ICIS via the Judge's Interface.

Document Scanning & Storage takes care of the electronically submitted documents.

The entire EDMS system interfaces with our current ICIS database.



Registered filers will access the Filer's Interface via a web browser on the internet. They can do so from their own home or office, or they can use a public access computer or kiosk, for example at a library or at the courthouse.

The kiosk pictured here is one option being researched, but no decision has been made yet as to what type of public access device will be used in the courthouse.

Slide 5

The screenshot shows the Iowa Judicial Branch Electronic Filing system. The header includes the Iowa Judicial Branch logo and the text 'ELECTRONIC FILING'. Below the header is a navigation bar with links: Home, Cases, My Profile, and Log Out. The user is logged in as 'David Beckman'. The main content area is titled 'Case Initiation: Civil Law - Contract - Debt Collection'. It contains fields for 'Filer Reference No.' (with a note to enter the client reference number), 'County' (a dropdown menu), and 'Case Title' (with a note that it is optional). Below these fields is a table for 'Case Participants' with columns for 'Remove', 'Participant Name', 'Type', and 'Attorney(s) for Party'. The table lists two participants: Dallas Powell (Plaintiff) and Jim Anderson (Defendant). At the bottom of the page, there are links for 'terms of use', 'privacy policy', 'payment policy', 'support', 'about Tybers Development Group, Inc.', and 'contact us'. The footer also includes the copyright notice '© 2004 Tybers Development Group, Inc. All rights reserved.'

Filers will have the ability to submit filings on new cases and on existing cases. When they are submitting filings, filers will first enter cover sheet information. This includes such things as the type of filing, the parties to the case, contact information for the parties, and so forth.

IOWA JUDICIAL BRANCH **ELECTRONIC FILING**
Accelerating Justice Under the Law. Equality to All. Integrity.

Home | **File** | Cases | My Profile | Log Out | User: David Beckman

ENTER Existing Cases

Existing Cases

Type in case criteria for cases not listed below.

Case Number:

County: Select

Or enter your Reference #:

Or, select a Case Title to file against that case. To view the case summary from the menu select "Cases/My Cases"

Case Title	Case Number	County	Judge	Case Type
EVANSON vs PRANKLIN	CVC123452	Polk	Hutchison	Civ
GREGGSON vs GORDON	CVC123453	Pottawattomee	Smith	Civ
EXXON CORP vs GAO AND GO	LACV288231	Washington	Mulins	Civ
ROBERTSON vs JENSEN	LACV253876	Woodbury	Hoffmeyer	Civ

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If a filer is submitting a new case, there will be more cover sheet information to enter than if they are submitting a filing on an existing case. If they are submitting a filing on an existing case, they may be able to pick that case from the list of previous cases on which they've filed. This saves the filer time. Most documents filed on an existing case can be submitted in a few seconds.

Slide 7

IOWA JUDICIAL BRANCH **ELECTRONIC FILING**
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Home | **File** | Cases | My Profile | Log Out | User: David Beckman

Home | Existing Cases | **Add a Document**

Add a Document

Case Type - Case Sub Type

Step 1: Select the Document Category and Type

Document Category: Make a Selection

Document Type: Make a Selection

Document Comments:

☐ In Camera ☐ Sealed Date of Order to Seal:

Step 2: Select the Document to Upload

Document Location:

Step 3: Add Document to your Submission

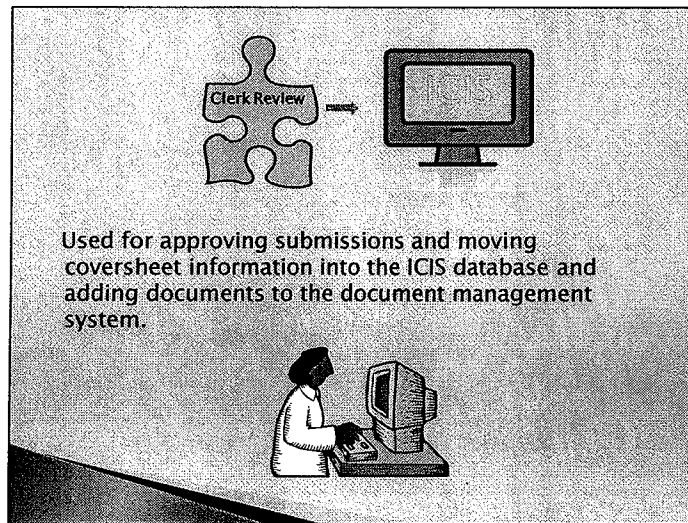
Add to Submission

Document Name	View Document	File Data	Size	Remove
Application for Commitment	Bosler.pdf	<input checked="" type="checkbox"/>	0.1 MB	<input type="button" value="X"/>
Application for Commitment (redacted version)	Bosler2.pdf	<input checked="" type="checkbox"/>	0.1 MB	<input type="button" value="X"/>

After entering the "cover sheet" information, the filer can attach an electronic copy of the actual document being filed. If there is a filing fee, the filer can pay the fee right as the filing is submitted. This electronically-submitted document will become the file copy; no paper copy will be needed.

Once the "cover sheet" information is entered and the electronic document attached, the filer can submit the filing. The filer has now filed a document with the court, perhaps without ever leaving his or her office! Later, the filer can use the same system to check on the status of their filing.

Slide 8



The documents submitted electronically by the filer will now be sent to the Clerk's Review. In the Clerk's Review screens, the county clerks will review the cover sheet information and documents sent by the filer. Clerks may edit some information, may request clarification from the filer, or may link parties on the case to their PINs. They may also send the filing to another employee or to the judge for further processing.

Once the submission is approved by the Clerk, it may be docketed and the cover sheet information sent to the ICIS database.

Slide 9

REVIEW
FILINGS

IOWA JUDICIAL BRANCH

Administrative Justice under the guidance of the courts

[Home](#) | [Filings](#) | [CASADIA](#) | [Accounts](#) | [System](#) | [Court Configuration](#) | [My Profile](#) | [Logout](#)

user: Diane Todd

[Home](#)

Filings Awaiting Review

Select All

Show me filings assigned to: Lead Clerk ▾

Re-assign filings to: Lead Clerk ▾

<input type="checkbox"/>	Priority	County	Court No.	Court Title	Court Type	Document Type	Filer
<input type="checkbox"/>	High	Story	SPCR-05774	State of Iowa vs Dale Jones	Criminal	6 Motion	James Platt
<input type="checkbox"/>	Medium	Webster	LACY266-H	Jones vs Wilson	Civil Law	3 Motion	James Smith
<input type="checkbox"/>	High	Story		Simple Motion Hearing	10 Consultant		Harris
<input type="checkbox"/>	Low	Sgt.	SCSC34236	Exon vs Valdez	Small Claims	3 Motion to Dismiss	Exon Free

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On one screen, clerks will be able to see filings from all counties in which they are approved to work. Each filing will have a priority rating to help clerks organize their work.

Slide 10

The screenshot shows the 'REVIEW FILINGS' interface for the IOWA JUDICIAL BRANCH. At the top, there is a navigation bar with links: Home, About, Filings, Accounts, System, Court Configuration, Application, and Support. The user is logged in as 'User: Janet Bales'. The main section is titled 'Approve Filing' and includes fields for 'Note From Filers: None', 'Note from Clerk: None', 'Note History: None', and 'Assigned To: Diane Tott'. Below this, a table displays case information:

Case #	County	Tracking #	Filer #	Batched	Filer	Filer's Organization
JAC123456	SNY	149	222	07-17-2009 10:29 AM	Fred Jones	James and Sons

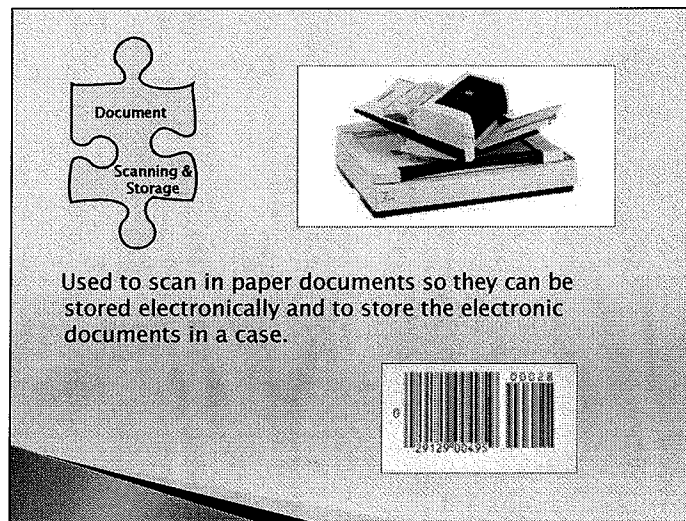
Below the table, there is a section for 'Document' and 'Signed By' with a 'Status' column. The document is 'AFFIDAVIT OF SOLIDERS BAILDAS KILLER ACT'. The 'Signed By' field is empty, and the 'Status' is 'Signed'. Below this, there is a 'Fees' section showing '\$50.00' and a 'Payment Method' of 'Visa'. A 'Notes' section is also present. At the bottom, there is an 'Actions' bar with buttons: 'Reject', 'Reassign To:', 'Approve and Send To: Completed', and 'Approve and Send To: Completed'.

During the review process, there are so many things that can be done to a filing that often a clerk won't need to do much work in the ICIS database directly. However, some work, such as financial setups, scheduling, and other tasks will still be done in ICIS.

Remember; EDMS does not REPLACE ICIS. It's working hand-in-hand with ICIS – taking information from the filers and clerks and passing that information to the ICIS database.

Many clerks, and judges as well, are being provided with multiple monitors, all connected to the same computer, so they can be viewing EDMS or ICIS and the filed document all at the same time.

Slide 11

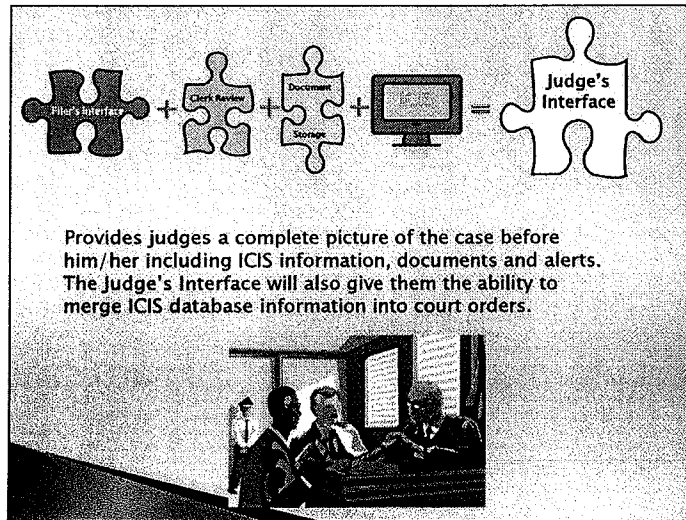


Used to scan in paper documents so they can be stored electronically and to store the electronic documents in a case.

For times when a filer is granted an exception to electronic filing, clerks will be able to scan a document into the computer, and then dispose of the paper copy. There will be at least one scanning station in each clerk's office. The scanners used at these stations will be able to scan at least 40 double-sided pages in a minute. Some offices may have more stations or faster scanners.

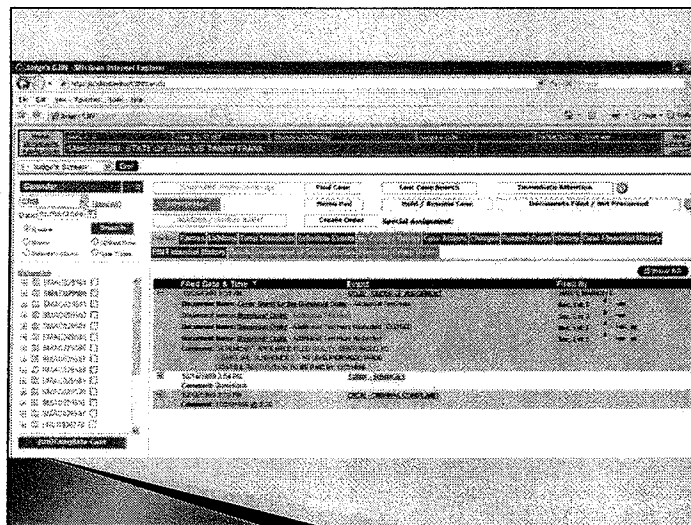
If a paper filing is brought in, the clerk will docket the filing in ICIS just as he or she would now. Then, a new button in ICIS will allow the clerk to print a page with a bar code on it. This bar code page, plus the filing, will be scanned. The bar code will allow the scanning software to automatically match the scanned document to the appropriate docket event in ICIS.

All electronic documents will be stored in a database on the network. On the docket screen in ICIS, the docket event will contain a link allowing a user to open and view the electronic document or documents that are associated with the event.



In the end, judges need to see the documents that have been filed on a case. The Judge's Interface in EDMS will allow judges to see the electronic filings and all the ICIS data on a case.

Slide 13

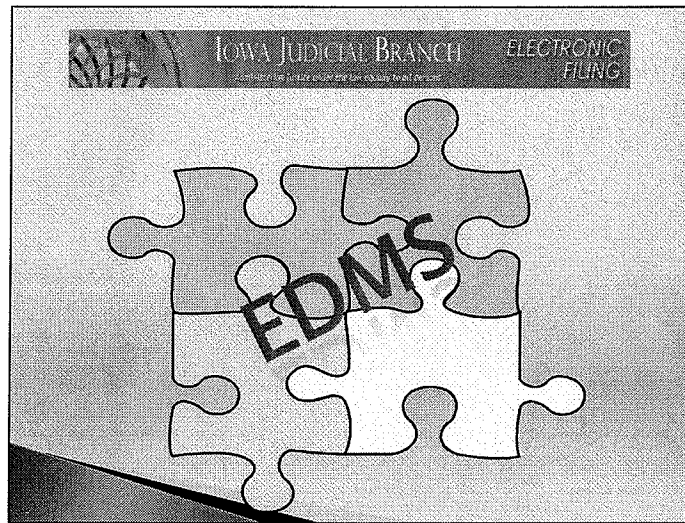


The Judge's interface will provide a judge with a list of scheduled cases for a particular date and calendar. Various buttons and tabs will allow the judge to quickly access case information and documents. The judge will also be able to look up information for cases not on their schedules.

In addition, the judge may be able to create orders, process documents sent to him or her for review and send notes to themselves or other employees about cases.

The Judge's Interface will work very much like the current CJIN2 screens, but with some added features.

Slide 14



The electronic document management system is being created to reduce the burden and expense of maintaining paper files in each county. We hope this overview has helped you clarify your mental picture of EDMS.

Again, we have reviewed here only one process in EDMS; there will be more to learn in the future. As EDMS is implemented in each county in Iowa, more training and information will be available to all users.